



## Transforming The Future of Libraries and Archives: A Summer Internship Opportunity

Founded in 1823, the Library of Virginia (LVA) is the most comprehensive resource in the world for the study of Virginia history, culture, and government. The LVA is committed to the principles of Diversity, Equity, Access, and Inclusion and has begun an initiative to encourage diversity in the future workforce within libraries and archives. Through funding provided by the Library of Virginia Foundation, we are pleased to offer several paid internship opportunities this summer to undergraduate college students from diverse backgrounds who are currently underrepresented in the library, archives, and public history fields. Student interns will gain valuable experience working alongside LVA staff on current projects while gaining insight into what happens behind the scenes to preserve and organize collections and to make them accessible to the public in exciting new ways. Interns will also have a chance to hone their research, writing, and presentation skills while working collaboratively as part of a professional team. They will have a chance to hear from Library staff and guest speakers about the myriad of career options that cultural heritage institutions offer and to develop professional experience that may help them as they continue on their educational journey.

Each intern will work 20 hours per week for a 10-week period, beginning June 3, 2024, and ending on August 9, 2024, and will receive a stipend of \$500 a week. The internships will involve both on site and virtual components.

### **VIRTUAL Q&A SESSION**

The Library will hold a virtual open house for potential applicants on February 29, 2024.

Applicants will be able to ask questions and obtain additional information about the program at that time. Attendance at this virtual session is optional and not required to apply. Please contact [humanresources@lva.virginia.gov](mailto:humanresources@lva.virginia.gov) to obtain the link for this virtual session if you are interested.

### **Internship opportunity available this summer in the following area:**

Private Papers Internship: Intern will learn about archival and digital standards, theory, and practice as they assist in cataloging with our team of archivists on two collections: *Daughters of Zelophehad, 1998-2014*, and *Women Matter/Virginia Ratify ERA, 1972-2020*, and expanding on previously cataloged collections to make them more accessible. Private Papers archivists are responsible for all non-governmental records and federal records, including Bible records, business records, cemetery records, church records, genealogical notes and charts, organizational records, and personal papers.

## **APPLICATION INSTRUCTIONS**

To apply for a Transforming the Future of Libraries and Archives Summer Internship, please submit a one-page letter outlining your interest in the opportunity, along with information about your background, relevant skills and/or experience, and academic standing to [Private Papers Intern - Richmond, Virginia, United States](#) for position #LVAIN018. Applications must be received no later than February 23, 2024, to be considered.

In compliance with the Americans with Disabilities Act (ADA), if requested, reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process. If you require accommodations, please contact the Office of Human Resources at (804) 692-3582 or email [humanresources@lva.virginia.gov](mailto:humanresources@lva.virginia.gov).

The Library of Virginia is an equal opportunity employer and is committed to hiring a diverse and inclusive workforce that is reflective of the Commonwealth of Virginia. To be successful in this position, in addition to the qualifications listed, you will need to value working for an agency that fosters a diverse, open, inclusive, team-oriented work environment. All qualified applicants are afforded equal opportunities without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability (except where physical requirements are a bona fide occupational qualification). Minorities are strongly encouraged to apply.

## **SPECIAL REQUIREMENTS**

The Library of Virginia Foundation will record information from each new employee's Form I-9 (Employment Eligibility Verification) into the Federal E-Verify system to confirm identity and work authorization.

The selected candidate must successfully pass a criminal background check. A record of criminal history does not automatically bar an applicant from consideration.